GEORGETOWN UNIVERSITY
GSFS CAREER DEVELOPMENT CENTER

Powerful key phrases for your cover letter:

- A creative flair for...
- A finely tuned sense of ___ and its uses...
- A quick learner with ability to adapt to new changes...
- Ability to organize documents (or data) into a coherent presentation...
- Able to resolve conflicts in a diplomatic manner...
- Able to work independently or as a member of the team...
- An effective decision-maker...
- Communicate well with a wide range of personalities...
- Creative problem solver...
- Designed courses to train over ___ people...
- Earned the ___ award at ______.
- Effective at public speaking and media presentations...
- Effective in developing programs which reach goals...
- Effective in working with people from ______...
- Effective negotiator...
- Effectively interfaced with management at all levels...
- Enthusiastic, creative and willing to assume increased responsibility...
- Excellent command of both ___ and ___ languages...
- Excellent oral and written communication skills...
- Experienced in developing long-term customer relations...
- Extensive experience in negotiating foreign contracts...
- Extensive public service in nonprofit organizations...
- Extremely dependable in completing projects...
- Extremely sociable, able to put clients at ease...
- First hand experience with a wide range of cultures...
- I've had specialized courses in ___ and ______.
- Outstanding ability to assess clients' needs...
- Outstanding communication and presentation skills...
- Outstanding record in recruiting, training, and motivating employees...
- Personable, articulate and professional in both appearance and manners...
- Planned, managed and supervised events for up to ___ people...
- Poised and competent as a professional representative...
- Project a highly competent and professional image...
- Proven ability to get team members into action...
- Proven track record of designing and implementing successful projects...
- Skilled at interpreting complex regulations...
- Skilled in handling public matters with professionalism...
- Special talent for improving systems. Able to accurately establish priorities...
- Strong credentials in ___ and ______.
- Strongly self-motivated, enthusiastic and profit-oriented...
- Successfully opened profitable foreign markets.
- Successfully published ___ in (local, regional, national, etc.) media.
- Theoretical grounding in ___ and ______.
- Thrive on working with people and helping clients achieve their objectives...
- Unique abilities to help others...
- *** hard working, resourceful...